



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

CYNTHIA A. HARDING, M.P.H.
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 240-8117 · FAX (213) 975-1273

www.publichealth.lacounty.gov



BOARD OF SUPERVISORS

Gloria Molina
First District
Mark Ridley-Thomas
Second District
Zev Yaroslavsky
Third District
Don Knabe
Fourth District
Michael D. Antonovich
Fifth District

March 04, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

19 March 4, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**APPROVAL TO AMEND HIV TESTING SERVICES CONTRACT NUMBER
PH-000807 WITH CHARLES R. DREW UNIVERSITY OF MEDICINE AND
SCIENCE EFFECTIVE DATE OF BOARD APPROVAL
THROUGH DECEMBER 31, 2015
(SECOND SUPERVISORIAL DISTRICT)
(3 VOTES)**

SUBJECT

Request approval to amend Contract Number PH-000807 with Charles R. Drew University of Medicine and Science for the provision of HIV mobile testing services.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize and instruct the Director of the Department of Public Health (DPH), or his designee, to execute Amendment Number 4, substantially similar to Exhibit I, to Contract Number PH-000807 with Charles R. Drew University of Medicine and Science (CDU), effective date of Board approval, to increase funding in the amount of: a) \$125,000 for the term of January 1, 2014 through December 31, 2014, increasing the annual contractual obligation from \$162,860 to \$287,860; and b) \$150,000 for the term of January 1, 2015 through December 31, 2015, increasing the annual contractual obligation from \$137,860 to \$287,860 and the total contractual obligation from \$1,382,387 to \$1,657,387 for the provision of HIV testing services (HTS) in a mobile testing unit (MTU) in Service Planning Area (SPA) 6, 100 percent offset by Centers for Disease Control and Prevention (CDC) Comprehensive HIV Prevention Project funds.
2. Delegate authority to the Director of DPH, or his designee, to execute amendments to the CDU contract that provide an increase or decrease in funding up to 25 percent above or below each term's revised annual base maximum obligation, effective upon amendment execution or at the

beginning of the applicable contract term, and make corresponding service adjustments, as necessary, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendation 1 will allow CDU to continue providing MTU services to residents in SPA 6 of Los Angeles County (County). CDU has been providing HTS in a storefront setting and an MTU since July 1, 2009. On December 3, 2013 your Board approved amendments to 29 HIV testing contracts to extend the contract term through December 31, 2015, including the CDU contract at an annual funding amount of \$137,860 for storefront setting services only. The funds for MTU services were inadvertently omitted as part of the total annual funding. To prevent a gap in services, on January 2, 2014, DPH exercised delegated authority to amend the contract to increase funding in the amount of \$25,000 for the term of January 1, 2014 to December 31, 2014, allowing CDU to provide MTU services pending this recommended action.

Approval of Recommendation 2 will allow DPH to execute amendments to increase or decrease funding up to 25 percent above or below the revised annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable contract term, and make corresponding service adjustments, as necessary. This will enable DPH to amend the contract to allow for the provision of additional units of funded services that are above the service level identified in the current contract and/or the inclusion of unreimbursed eligible costs, based on the availability of grant funds and grant funder approval. While the County is under no obligation to pay a contractor beyond what is identified in the original executed contract, the County may determine that the contractor has provided evidence of eligible costs for qualifying contracted services and that it is in the County's best interest to increase the maximum contract obligation as a result of receipt of additional grant funds or a determination that funds should be reallocated. This recommendation has no impact on net County cost.

Implementation of Strategic Plan Goals

The recommended actions support Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total cost of the amendment is \$275,000, consisting of \$125,000 for the period of date of Board approval through December 31, 2014, and \$150,000 for the period of January 1, 2015 through December 31, 2015, 100 percent offset with CDC Comprehensive HIV Prevention Project funds.

Funding is included in DPH's fiscal year (FY) 2013-14 Final Adopted Budget and will be requested in future FYs, as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

As required under Board Policy 5.120, your Board was notified on September 26, 2013 of DPH's request to increase or decrease funding up to 25 percent above or below the annual base maximum obligation. A 10 percent delegated authority will not allow sufficient flexibility to adjust staffing levels or program cost due to priority population shifts or significant changes in grant funds, which could result in multiple Board approvals. HIV testing services are highly client-centered activities, in which

case DPH may need to respond quickly to address high client demand. If DPH is not able to respond to those immediate needs in a short-time frame, it could impact clients being linked into the appropriate system of care in a timely manner.

County Counsel has approved Exhibit I as to use.

CONTRACTING PROCESS

On June 16, 2009, your Board approved 29 contracts for HTS as the result of a Request for Proposals for the period July 1, 2009 through December 31, 2011. On June 21, 2011, your Board approved amendments to the HTS contracts for the inclusion of new program requirements and the extension of the services through December 31, 2013.

On December 3, 2013, your Board approved amendments to 29 HTS contracts that extended the services through December 31, 2015. The CDU contract was included in this approval; however, due to an oversight, the funds allocated for CDU MTU services were inadvertently omitted. On January 2, 2014, DPH notified your Board that it was exercising delegated authority to amend the contract to increase funding in the amount of \$25,000 to allow MTU services to continue.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these actions will allow DPH to continue to provide access to mobile HIV testing services for Los Angeles County residents in SPA 6.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jonathan E. Fielding". The signature is written in a cursive, flowing style.

JONATHAN E. FIELDING, M.D., M.P.H.

Director and Health Officer

JEF:MJP:jl
BL#02863

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

**HUMAN IMMUNODEFICIENCY VIRUS (HIV)
COUNSELING, TESTING, AND REFERRAL PREVENTION SERVICES AGREEMENT**

TABLE OF CONTENTS

| <u>Paragraph</u> | <u>Page</u> |
|--------------------------------------|-------------|
| Recitals..... | 1 |
| 3. Maximum Obligation of County..... | 2 |
| 22. Compensation..... | 3 |
| 26. Time Off for Voting | 4 |

**HUMAN IMMUNODEFICIENCY VIRUS (HIV)
COUNSELING, TESTING, AND REFERRAL PREVENTION SERVICES AGREEMENT**

AMENDMENT NO. 4

THIS AMENDMENT is made and entered into this _____ day
of _____, 2014,

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

CHARLES R. DREW UNIVERSITY OF
MEDICINE AND SCIENCE
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "HUMAN
IMMUNODEFICIENCY VIRUS (HIV) COUNSELING, TESTING AND REFERRAL
PREVENTION SERVICES AGREEMENT", dated July 1, 2009, and further identified as
Agreement Number PH-000807, and any Amendments thereto (all hereafter
"Agreement"); and

WHEREAS, County has been awarded grant funds from the California
Department of Public Health (hereafter "CDPH"), and Centers for Disease Control and
Prevention (hereafter "CDC"), HIV Prevention Project (hereafter "HPP"), Catalog of
Federal Domestic Assistance Number 93.940; and

WHEREAS, it is the intent of the parties hereto to amend Agreement to increase
the maximum obligation of County and make other hereafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in the form of a
written Amendment which is formally approved and executed by the parties; and

WHEREAS, the Amendment Format has been approved by County Counsel.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective on Date of Board Approval.

2. Paragraph 3, MAXIMUM OBLIGATION OF COUNTY, Subparagraph G shall be amended and Subparagraph H shall be added to read as follows:

“3. MAXIMUM OBLIGATION OF COUNTY:

G. During the period January 1, 2014 through December 31, 2014, the maximum obligation of County for all HIV Counseling and Testing services provided hereunder shall not exceed Two Hundred Eighty-Seven Thousand, Eight Hundred Sixty Dollars (\$287,860).

Of this amount, Eighty Two Thousand, Seven Hundred Sixteen Dollars (\$82,716) is allocated to storefront, Fifty-Five Thousand, One Hundred Forty-Four Dollars (\$55,144) is allocated to storefront pay for performance (PFP), Fifteen Thousand Dollars (\$15,000) is allocated to the Mobile Testing Unit (MTU), and Ten Thousand Dollars (\$10,000) is allocated to MTU PFP. Effective Date Board Approval through December 31, 2014, Seventy-Five Thousand Dollars (\$75,000) is allocated to MTU, and Fifty Thousand Dollars (\$50,000) is allocated to MTU PFP as set forth in Schedules 18-A and 19-A, attached hereto and incorporated herein by reference.

Such maximum obligation is comprised of CDC funds. This sum represents the total maximum obligation of County as shown in Schedules 16, 17, 18, 18-A, 19, and 19-A, attached hereto and incorporated herein by reference.

H. During the period January 1, 2015 through December 31, 2015, the maximum obligation of County for all HIV Counseling and Testing services provided hereunder shall not exceed Two Hundred Eighty-Seven Thousand, Eight Hundred Sixty Dollars (\$287,860).

Of this amount, Eighty Two Thousand, Seven Hundred Sixteen Dollars (\$82,716) is allocated to storefront, Fifty Five Thousand, One Hundred Forty-Four Dollars (\$55,144) is allocated to storefront PFP, Ninety Thousand Dollars (\$90,000) is allocated to MTU, and Sixty Thousand Dollars (\$60,000) is allocated to MTU PFP.

Such maximum obligation is comprised of CDC funds. This sum represents the total maximum obligation of County as shown in Schedules 20, 21, 22 and 23, attached hereto and incorporated herein by reference.”

3. Paragraph 19, ALTERATION OF TERMS, Subparagraph C, shall be amended to read as follows:

“19. ALTERATION OF TERMS/AMENDMENTS:

C. Notwithstanding Paragraph 19.A., in instances where the County's Board of Supervisors has delegated authority to the Director to amend this Agreement to permit extensions or adjustments of the contract term; the rollover of unspent Agreement funds; and/or an increase or decrease in funding up to 25 percent above or below each term's revised annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable Contract term, and make corresponding service adjustments, as necessary, an Administrative Amendment shall be

prepared by Director and executed by the Contractor and Director, as authorized by the County's Board of Supervisors, and shall be incorporated into and become part of this Agreement."

4. Paragraph 22, COMPENSATION, shall be amended to read as follows:

"22. COMPENSATION: County agrees to compensate Contractor for performing services hereunder for actual reimbursable net cost as set forth in Schedules 16, 17, 18, 18-A, 19, 19-A, 20, 21, 22, and 23, and the BILLING AND PAYMENT Paragraph of this Agreement. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets."

5. Paragraph 26, TIME OFF FOR VOTING, shall be added to read as follows:

"26. TIME OFF FOR VOTING:

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000."

6. Effective on the date of this Amendment, Exhibit(s) H, H.1, H-1, H-1a and H-3, SCOPE(S) OF WORK FOR HIV COUNSELING, TESTING, AND REFERRAL SERVICES IN MOBILE TESTING UNIT SERVICES, shall be attached hereto and incorporated herein by reference.

7. Effective on the date of this Amendment, Schedules 18-A, 19-A, 22 and 23, BUDGET FOR HIV COUNSELING, TESTING, AND REFERRAL SERVICES IN MOBILE TESTING UNIT SERVICES, shall be attached hereto and incorporated herein by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

IN WITNESS WHEREOF, the Board of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

CHARLES R. DREW UNIVERSITY OF
MEDICINE AND SCIENCE

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
JOHN F. KRATTLI
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____
Patricia Gibson, Chief
Contracts and Grants Division

BL#02863:jlm

EXHIBIT H.1

HUMAN IMMUNODEFICIENCY VIRUS (HIV)
COUNSELING, TESTING, AND REFERRAL SERVICES IN MOBILE TESTING UNIT
AGREEMENT

TABLE OF CONTENTS

4. County’s Maximum Obligation 1

5. Compensation 2

EXHIBIT H.1

**CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE
(OASIS CLINIC)**

**HUMAN IMMUNODEFICIENCY VIRUS (HIV)
COUNSELING, TESTING, AND REFERRAL SERVICES IN MOBILE TESTING UNIT
AGREEMENT**

1. Paragraph 4, COUNTY'S MAXIMUM OBLIGATION, Subparagraph G shall be amended and Subparagraph H shall be added to read as follows:

"4. COUNTY'S MAXIMUM OBLIGATION:

G. During the period January 1, 2014 through December 31, 2014, the maximum obligation of County for all HIV Mobile Testing Unit (MTU) services provided hereunder shall not exceed One Hundred Fifty Thousand Dollars (\$150,000).

Of this amount, Fifteen Thousand Dollars (\$15,000) is allocated to MTU, and Ten Thousand Dollars (\$10,000) is allocated to MTU pay for performance (PFP). Effective Date of Board Approval through December 31, 2014, Seventy-Five Thousand Dollars (\$75,000) is allocated to MTU and Fifty Thousand Dollars (\$50,000) is allocated to MTU PFP as set forth in Schedules 18-A and 19-A, attached hereto and incorporated herein by reference.

H. During the period January 1, 2015 through December 31, 2015, the maximum obligation of County for all HIV Counseling and Testing services provided hereunder shall not exceed One Hundred Fifty Thousand Dollars (\$150,000).

Of this amount, Ninety Thousand Dollars (\$90,000) is allocated to MTU, and Sixty Thousand Dollars (\$60,000) is allocated to MTU PFP.”

2. Paragraph 5, COMPENSATION, Subparagraph A, shall be amended to read as follows:

“5. COMPENSATION:

A. County agrees to compensate Contractor for performing services hereunder on a cost reimbursement and pay for performance basis not to exceed the maximum as set forth in Schedules 18-A, 19-A, 22, and 23. Contractor shall be reimbursed according to the Division of HIV and STD Programs (DHSP) approved model and reimbursement schedule for services to include, HIV mobile counseling, testing, referral services, disclosure, and partner elicitation at the DHSP approved reimbursement rates as they currently exist or as they are modified by DHSP.”

SCHEDULE 18-A

**CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE
(OASIS CLINIC)**

**HUMAN IMMUNODEFICIENCY VIRUS (HIV)
COUNSELING, TESTING, AND REFERRAL SERVICES IN MOBILE TESTING UNIT**

MTU COST REIMBURSEMENT

| | <u>Budget Period</u> Date Board Approval Through <u>December 31, 2014</u> |
|-----------------------------|---|
| Salaries | \$ 46,339 |
| Employee Benefits | <u>\$ 10,009</u> |
| Total Salaries and Benefits | \$ 56,348 |
| Operating Expenses | \$ 13,206 |
| Capital Expenditures | \$ 0 |
| Other Costs | \$ 0 |
| Indirect Cost* | <u>\$ 5,446</u> |
| TOTAL PROGRAM BUDGET | \$ 75,000 |

During the term of this Agreement, any variation to the above budget must have prior written approval of the Division of HIV and STD Programs' Director. Funds shall only be utilized for eligible program expenses. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets.

SCHEDULE 19-A

**CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE
(OASIS CLINIC)**

**HIV COUNSELING, TESTING, AND REFERRAL
SERVICES IN MOBILE TESTING UNIT**

MTU PAY FOR PERFORMANCE

Budget Period
Date Board Approval
Through
December 31, 2014

| | |
|--|----------|
| Maximum Pay for Performance Obligation | \$50,000 |
|--|----------|

During the term of this Agreement, Contractor may submit monthly billings that vary from the maximum monthly payment in accordance with the BILLING AND PAYMENT Paragraph of this Agreement. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets.

SCHEDULE 22

**CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE
(OASIS CLINIC)**

**HUMAN IMMUNODEFICIENCY VIRUS (HIV)
COUNSELING, TESTING, AND REFERRAL SERVICES IN MOBILE TESTING UNIT**

MTU COST REIMBURSEMENT

| | <u>Budget Period</u> January 1, 2015 Through <u>December 31, 2015</u> |
|-----------------------------|--|
| Salaries | \$ 55,606 |
| Employee Benefits | <u>\$ 12,011</u> |
| Total Salaries and Benefits | \$ 67,617 |
| Operating Expenses | \$ 15,894 |
| Capital Expenditures | \$ 0 |
| Other Costs | \$ 0 |
| Indirect Cost* | <u>\$ 6,489</u> |
| TOTAL PROGRAM BUDGET | \$ 90,000 |

During the term of this Agreement, any variation to the above budget must have prior written approval of the Division of HIV and STD Programs' Director. Funds shall only be utilized for eligible program expenses. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets.

SCHEDULE 23

**CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE
(OASIS CLINIC)**

**HIV COUNSELING, TESTING, AND REFERRAL
SERVICES IN MOBILE TESTING UNIT**

MTU PAY FOR PERFORMANCE

Budget Period
January 1, 2015
Through
December 31, 2015

| | |
|--|----------|
| Maximum Pay for Performance Obligation | \$60,000 |
|--|----------|

During the term of this Agreement, Contractor may submit monthly billings that vary from the maximum monthly payment in accordance with the BILLING AND PAYMENT Paragraph of this Agreement. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets.

EXHIBIT H-1a
SCOPE OF WORK
Date of Board approval – 12/31/14

The Contractor shall achieve the following goals and objectives. Objectives are achieved by following the work plan, composed of implementation and evaluation activities. Activities are to be completed according to the stated timelines and are to be documented as specified.

Goal No. 1: To provide client-centered Mobile HIV Counseling and Testing (HTC) to populations at risk for HIV Infection and transmission in Service Planning Area (SPA) 6 of Los Angeles County.

| MEASURABLE OBJECTIVE(S) | IMPLEMENTATION ACTIVITIES | TIMELINE | METHOD(S) OF EVALUATING OBJECTIVE(S) AND DOCUMENTATION |
|---|---|--------------------------------|--|
| 1.0 By 12/31/14, a minimum of 1,250 HIV tests will be conducted. | 1.1 Review and revise as needed, Counseling and Testing Services Quality Assurance Plans for each site. Plan should include, but not be limited to, information on client flow, testing process, testing algorithm, partner services plan, and linkage to care, Submit materials to DHSP for approval. | By Date of Board (DOB)approval | 1.1 Letter(s) of DHSP approval and related material will be kept on file. |
| | 1.2 Schedule HCT activities and maintain calendar of sites, dates, and times. | DOB and ongoing | 1.2 Calendar will be kept on file and submitted with monthly reports to DHSP. |
| | 1.3 Provide education and skills building including role plays when appropriate. Document topics discussed on data form and submit data to DHSP. | DOB and ongoing | 1.3 Completed materials will be kept on file and results documented in monthly reports to DHSP. |
| | 1.4 Administer DHSP approved consent form, and medical release form. Complete client logs. | DOB and ongoing | 1.4 Completed materials will be kept on file and results documented in monthly reports to DHSP. |
| | 1.5 Administer HIV test. Document test results on data forms. Enter data into database. Analyze results and report to DHSP as follows: <ul style="list-style-type: none"> • Form A: For all HIV-negative testers, on a weekly basis. • Form A & B: For all HIV-positive testers, within 72 hours of the testing session. • Form C: Within two weeks of testing session, or as directed by DHSP. | DOB and ongoing | 1.5 Completed materials will be kept on file and results documented in monthly reports to DHSP. |

EXHIBIT H-1a
SCOPE OF WORK
Date of Board Approval – 12/31/14

The Contractor shall achieve the following goals and objectives. Objectives are achieved by following the work plan, composed of implementation and evaluation activities. Activities are to be completed according to the stated timelines and are to be documented as specified.

Goal No. 1: To provide client-centered Mobile HIV Counseling and Testing (HTC) to populations at risk for HIV Infection and transmission in Service Planning Area (SPA) 6 of Los Angeles County.

| MEASURABLE OBJECTIVE(S) | IMPLEMENTATION ACTIVITIES | TIMELINE | METHOD(S) OF EVALUATING OBJECTIVE(S) AND DOCUMENTATION |
|--|---|---|---|
| <p>2.0 By 12/31/14, a minimum of 85% of High Risk-negative, and 95% of HIV positive tested will receive a Disclosure Counseling Session</p> | <p>2.1 Conduct Disclosure Counseling Session. Document topics discussed. Send data to DHSP.</p> | <p>DOB and ongoing</p> | <p>2.1 Documents will be kept on file and results documented in monthly reports to DHSP.</p> |
| <p>3.0 By 12/31/14, a minimum of 85% of those testing HIV positive will be linked to medical care.</p> <ul style="list-style-type: none"> A Linkage to care is the direction of an HIV-positive client to medical care. For all clients identified as HIV-positive, Contractor shall complete a medical care referral within 72 hours of diagnosis, but not longer than ninety (90) days. Staff is expected to provide the client with a medical appointment, unless the client explicitly requests to do it his/her self. Staff shall ensure that the client attends the first medical visit and follow up with client if referral was not completed. | <p>3.1 Review and revise, as needed a Linked Referral Plan to be included in the site specific QA Plan. Documentation should include, but not be limited to; the procedures to verify and document successful referrals to medical care, including the referring agency name, the name and contact information for person verifying the linked medical visit. Submit plan to DHSP for approval.</p> <p>3.2 Conduct Referral Counseling Session. Document referrals made on testing forms. Analyze results and report to DHSP.</p> | <p>By DOB approval</p> <p>DOB and ongoing</p> | <p>3.1 Letter(s) of DHSP approval and related material will be kept on file.</p> <p>3.2 Documents will be kept on file and results documented in monthly reports to DHSP.</p> |
| <p>4.0 By 12/31/14, 100% of HIV positive clients who access services through this program will be referred to Partner Services (PS).</p> | <p>4.1 Document PS referrals and report to DHSP within 72 hours of testing session.</p> | <p>DOB and ongoing</p> | <p>4.1 Documents will be kept on file and results documented in monthly reports to DHSP.</p> |

EXHIBIT H-3
SCOPE OF WORK
01/01/15 – 12/31/15

The Contractor shall achieve the following goals and objectives. Objectives are achieved by following the work plan, composed of implementation and evaluation activities. Activities are to be completed according to the stated timelines and are to be documented as specified.

Goal No. 1: To provide client-centered Mobile HIV Counseling and Testing (HCT) to populations at risk for HIV Infection and transmission in Service Planning Area (SPA) 6 of Los Angeles County.

| MEASURABLE OBJECTIVE(S) | IMPLEMENTATION ACTIVITIES | TIMELINE | METHOD(S) OF EVALUATING OBJECTIVE(S) AND DOCUMENTATION |
|---|---|----------------------|--|
| 1.0 By 12/31/15, a minimum of 1,500 HIV tests will be conducted. | 1.1 Review and revise as needed, Counseling and Testing Services Quality Assurance Plans for each site. Plan should include, but not be limited to, information on client flow, testing process, testing algorithm, partner services plan, and linkage to care, Submit materials to DHSP for approval. | By 01/01/15 | 1.1 Letter(s) of DHSP approval and related material will be kept on file. |
| | 1.2 Schedule HCT activities and maintain calendar of sites, dates, and times. | 01/01/15 and ongoing | 1.2 Calendar will be kept on file and submitted with monthly reports to DHSP. |
| | 1.3 Provide education and skills building including role plays when appropriate. Document topics discussed on data form and submit data to DHSP. | 01/01/15 and ongoing | 1.3 Completed materials will be kept on file and results documented in monthly reports to DHSP. |
| | 1.4 Administer DHSP approved consent form, and medical release form. Complete client logs. | 01/01/15 and ongoing | 1.4 Completed materials will be kept on file and results documented in monthly reports to DHSP. |
| | 1.5 Administer HIV test. Document test results on data forms. Enter data into database. Analyze results and report to DHSP as follows: <ul style="list-style-type: none"> Form A: For all HIV-negative testers, on a weekly basis. Form A & B: For all HIV-positive testers, within 72 hours of the testing session. Form C: Within two weeks of testing session, or as directed by DHSP. | 01/01/15 and ongoing | 1.5 Completed materials will be kept on file and results documented in monthly reports to DHSP. |

**EXHIBIT H-3
SCOPE OF WORK
01/01/15 – 12/31/15**

The Contractor shall achieve the following goals and objectives. Objectives are achieved by following the work plan, composed of implementation and evaluation activities. Activities are to be completed according to the stated timelines and are to be documented as specified.

Goal No. 1: To provide client-centered HIV Counseling and Testing (HTC) to populations at risk for HIV Infection and transmission in Service Planning Area (SPA) 6 of Los Angeles County.

| MEASURABLE OBJECTIVE(S) | IMPLEMENTATION ACTIVITIES | TIMELINE | METHOD(S) OF EVALUATING OBJECTIVE(S) AND DOCUMENTATION |
|--|---|--|---|
| <p>2.0 By 12/31/15, a minimum of 85% of High Risk-negative, and 95% of HIV positive tested will receive a Disclosure Counseling Session</p> | <p>2.1 Conduct Disclosure Counseling Session. Document topics discussed. Send data to DHSP.</p> | <p>01/01/15 and ongoing</p> | <p>2.1 Documents will be kept on file and results documented in monthly reports to DHSP.</p> |
| <p>3.0 By 12/31/15, a minimum of 85% of those testing HIV positive will be linked to medical care.</p> <ul style="list-style-type: none"> A Linkage to care is the direction of an HIV-positive client to medical care. For all clients identified as HIV-positive, Contractor shall complete a medical care referral within 72 hours of diagnosis, but not longer than ninety (90) days. Staff is expected to provide the client with a medical appointment, unless the client explicitly requests to do it his/her self. Staff shall ensure that the client attends the first medical visit and follow up with client if referral was not completed. | <p>3.1 Review and revise, as needed a Linked Referral Plan to be included in the site specific QA Plan. Documentation should include, but not be limited to; the procedures to verify and document successful referrals to medical care, including the referring agency name, the name and contact information for person verifying the linked medical visit. Submit plan to DHSP for approval.</p> <p>3.2 Conduct Referral Counseling Session. Document referrals made on testing forms. Analyze results and report to DHSP.</p> | <p>By 04/01/15</p> <p>01/01/15 and ongoing</p> | <p>3.1 Letter(s) of DHSP approval and related material will be kept on file.</p> <p>3.2 Documents will be kept on file and results documented in monthly reports to DHSP.</p> |
| <p>4.0 By 12/31/15, 100% of HIV positive clients who access services through this program will be referred to Partner Services (PS).</p> | <p>4.1 Document PS referrals and report to DHSP within 72 hours of testing session.</p> | <p>01/01/15 and ongoing</p> | <p>4.1 Documents will be kept on file and results documented in monthly reports to DHSP.</p> |